

# JOB OPPORTUNITY

Job Opportunity Bulletin: # 03-092  
Final Filing Date: March 17, 2004 or  
Until Filled

Position:	Salary:	Location:
Associate Governmental Program Analyst Or Staff Services Analyst (Freeze Exemption Approved)	\$4111 - \$4997 Or Range A \$2632 - \$3201 Range B \$2850 - \$3465 Range C \$3418 - \$4155	Healthcare Information Resource Center Healthcare Quality and Analysis Division 818 K Street, Room 500 Sacramento, CA 95814

**General Statement:** The Healthcare Information Resource Center's Production Communication Services Unit (CSU) is looking for a Staff Services Analyst or Associate Governmental Program Analyst to:

## DUTIES:

- Review technical text and translate into easy to read products and enhance reports by translating data into charts and graphs. Assist in design layout of publications with the intent to produce user-friendly and marketable products.
- Develop print and electronic publications and products.
- Prepare and staff conference exhibits.
- Assist in organizing workflow using unit tracking system, coordinate logistics for conference participation, search other healthcare data sources and develop and maintain an inventory of healthcare information.
- Participate in interdivisional teams with a focus on office design standardization and website development.
- Assist in developing marketing strategies and materials and other products that support these strategies.
- Assist with special analytical projects related to requests for information from the public.

## DESIRABLE QUALIFICATIONS

- Good working knowledge of personal computers, including Windows and Microsoft Office Suite Power Point, In Design and Illustrator.
- Well organized and able to handle multiple priorities and deadlines.
- Excellent interpersonal communication skills.
- A team player with excellent customer service skills.

## Who May Apply:

Due to the hiring freeze (Executive Order S-3-03), current OSHPD employees in the same classification or classifications eligible for transfer, and SROA or reemployment list applicants may apply. Applicants will be screened with criteria based on the essential functions of the job. Only the most qualified candidates will be interviewed.

**Interested parties should submit a State Examination and/or Employment Application, STD-678 and a resume to:**

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
Sacramento, CA 95814

— An Equal Opportunity Employer

Doris Thomason (Job Opp # 03-092)  
OSHPD, Healthcare Information Division  
Healthcare Information Resource Center  
818 K Street, Room 500  
Sacramento, CA 95814  
FAX: (916) 324-9242

For additional information contact Mary MacDonald or Cathy Pinkston at  
(916) 322-2814.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

